

**NEW JERSEY DEPARTMENT OF STATE  
P.O. BOX 459, TRENTON, NJ 08625**

**NOTICE OF JOB VACANCY (Pending Approval)**

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**ISSUE DATE:** July 15, 2022

**CLOSING DATE:** August 12, 2022

**OPEN TO:** Interested individuals who meet the requirements

**SALARY:** \$20.00 per hour

**DIVISION:** The New Jersey State Museum

**POSTING #** STA-2022-031

**TITLE:** Educators, Outreach, and Volunteers (Hourly Position – TES 944 hours per fiscal year)

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**DEFINITION:** : Under the direction of the Curator of Education, the Educator, Outreach and Volunteers coordinates recruitment, training and scheduling of volunteers, coordinates outreach programs including supplies, staffing and registration for events and teaches a variety of programs for school groups and the general public. Teach workshops representing all bureaus; recruits and schedules volunteers and creates a schedule of training for volunteers; maintains volunteer training manuals and courses; conduct surveys and focus groups as needed; provides excellent customers service when answering telephones and emails; attends teacher conventions to promote programs. May participate in program development.

**EDUCATION:** Bachelor’s degree with a major in history, public history, art history, education, natural science, museum education or a related field. Equivalent of 1 year's work or demonstrated volunteer experience in providing education, public speaking or communicating with youth and/or adults.

**PREFERRED SKILLS:** The ideal candidate will bring flexibility and a desire to learn and to share information in meaningful ways. Must enjoy working in fast-paced, sometimes loud environments that require managing multiple tasks at once. Strong communication skills (verbal, written and interpersonal). Proficiency with Microsoft Office applications as well as web-based programs. Ability to work independently as well as supporting the team to accomplish goals. Project management experience; interpersonal skills; organizational ability; ability to interact positively with the general public. Ability to work rotating shifts that regularly include weekends, holidays and/or weekdays.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the duties of the position.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**AUTHORIZATION TO WORK:** Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

**APPLICANT INFORMATION:** Applicants should submit a cover letter with announcement #2022-031 in subject line, resume, and employment application (employment application can be found here - <https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf> ) by close of business (5:00 p.m.) on the closing date to [Employment.Recruiter@sos.nj.gov](mailto:Employment.Recruiter@sos.nj.gov).

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